



## **Instructions for the Vendor Registration:**

- There are four (4) pages to the Vendor Registration.
- If applicable, please save this document to your computer and fill out in its entirety.
- Page one (1) is the instructions on filling out the Vendor Registration.
- Page two (2) must be filled out in its entirety for the Vendor Registration to be processed. Page two (2) is information regarding your firm. Incomplete Vendor Registrations will not be processed. All fields are required.
- Page three (3) and four (4) are materials/services that your firm can provide. Please place an "x" next to the materials/services that your firm offers.
- Once the Vendor Registration has been filled out, please save it (if applicable) and send as an attachment by email to: [rebecca.elburn@state.de.us](mailto:rebecca.elburn@state.de.us)

OR print the completed Vendor Registration and

FAX: 302-739-6251 Attention: Vendor Registration

MAIL: Department of Technology & Information  
Attn: Vendor Registration  
801 Silver Lake Boulevard  
Dover, DE 19904

- Once we receive your completed Vendor Registration and it is processed, we will place your firm's name on our mailing list for future Invitations to Bid (ITB) and Requests for Proposal (RFP). Processing the Vendor Registration usually is done within three (3) working days.
- You will receive an email confirmation stating that we have received your registration and it is processed.
- **NOTE: This Vendor Registration does not automatically make you a Preferred Vendor with the Department of Technology & Information (DTI).**



### Vendor Registration

Please provide the information listed below and place an "x" next to the materials and/or services that your firm can provide. Once we receive your complete application, we will place your firm's name on our mailing list for future Invitations to Bid (ITB) and Requests for Proposal (RFP). You must check at least one category box in order to register correctly.

If you have any questions regarding the completion of this application, please contact us at (302) 739-9503.

**Note – This section must be filled out in its entirety for the application to be processed. Incomplete applications will not be processed. All are required fields.**

**Firm Name:**

**Address line 1:**

**Address line 2:**

**City:**

**State:**

**Zip Code:**

**Country:**

**Contact Name:**

**Contact E-Mail Address (for bid notification purposes):**

**Contact's Telephone Number:**

**Extension:**

**Contact's Fax Number:**

**Tax ID Number/Federal E.I. Number:**

**E-Rate S.P.I.N (if applicable):**

**Date:**

**Company Classification:** (For information and statistical purposes only)

**Women Business Enterprise (WBE)**

☐ Yes

☐ No

**Minority Business Enterprise (MBE)**

☐ Yes

☐ No

**Disadvantaged Business Enterprise (DBE)**

☐ Yes

☐ No

**Disclaimer:** It is the vendor's responsibility to notify the Department of Technology & Information of any changes to the above information. The Department of Technology & Information is not responsible for Advertisement/Notices not delivered due to incorrect information.

**RESET**



PUT X BY ALL THAT APPLY	
	<b>HARDWARE</b>
	Document Handling Hardware
	Geographic Information Systems/Imaging Hardware
	Mainframe Hardware
	Mid-Range Server Hardware
	Personal Computer Hardware
	Printer Hardware
	Security-Related Hardware
	Storage Systems
	Telecommunications Hardware
	Wireless Hardware
	Other Hardware
	<b>SOFTWARE &amp; LICENSING</b>
	Geographic Information Systems/Imaging Software
	Knowledge Management Software
	Office Automation Software/Personal Productivity
	Project Management Software
	Security-Related Software
	Systems Management/Operations Management Software
	Telecommunications Software
	Other Software
	<b>SERVICES</b>
	Applications Development Services
	Application Management Services
	Auditing Services
	Business Process Re-engineering Services
	Computer Operations Services
	Computer Programming/Software Development
	Consulting Services
	Data Center Management
	Data Warehousing and Data Mining Services
	Desktop Support Services
	Disaster Recovery Services
	Documentation/Technical Writing
	e-Government/Web Page Development
	Help Desk Services
	Imaging Services
	Information/Systems Security Systems
	Organizational Management
	Outsourced Computer Services (Hosting)
	Project Management Services
	Requirements Analysis/Feasibility Services
	Software Quality Assurance Services

RESET



PUT X BY ALL THAT APPLY	
	<b>SERVICES continued</b>
	Strategic Consulting (i.e. Gartner, etc.)
	System Design/System Specification Services
	System Performance Tuning
	System Testing
	Survey/Questionnaire Development/Analysis
	Survey/Questionnaire Development/Analysis
	Telecommunications Services
	Total Cost of Ownership Studies
	Training Services
	Other Services

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	Document Handling Hardware
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	Mainframe Hardware
	Mid-Range Server Hardware
	Personal Computer Hardware
	Printer Hardware
	Security-Related Hardware
	Storage Systems
	Telecommunications Hardware
	Wireless Hardware
	Other Hardware
	<b>SOFTWARE &amp; LICENSING</b>
	Geographic Information Systems/Imaging Software
	Knowledge Management Software
	Office Automation Software/Personal Productivity
	Project Management Software
	Security-Related Software
	Systems Management/Operations Management Software
	Telecommunications Software
	Other Software
	<b>SERVICES</b>
	Applications Development Services
	Application Management Services
	Auditing Services
	Business Process Re-engineering Services
	Computer Operations Services
	Computer Programming/Software Development
	Consulting Services
	Data Center Management
	Data Warehousing and Data Mining Services
	Desktop Support Services
	Disaster Recovery Services
	Documentation/Technical Writing
	e-Government/Web Page Development
	Help Desk Services
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	Information Systems/Security Systems
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